

# **Budget Development and Data Entry**

## **Topic Objectives**

After completing this topic, you will:

- Understand budget forms
- Understand the differences and uses for each budget form
- Understand how to enter data through budget forms

## **Topic Overview**

This topic introduces you to the concept of budget forms.

## **Budget Forms**

Budget Forms have great flexibility in providing a format for data input in developing a budget. Budget Preparation forms can be used to budget up to six different Data Attribute fields along with an Object. The State will start by using only five of these fields to identify familiar terms in the budget process. They are: Appropriation, Agency/Organization, Fund, Job Class, and Decision Item. Each form has been created to capture necessary data using these fields for financial operations and reporting.

All the forms except that for Revenue Estimates are structured similarly. However, each form has characteristics that are distinct for its function. The forms available in the budget preparation system are:

- Operating-CORE Changes
- Operating-New Decision Item
- Supplemental-Operating
- Supplemental-Leasing

- Supplemental-Capital Improvement (Impvmt)
- Leasing-CORE Changes
- Leasing-New Decision Item
- Capital Impvmt-New Decision
- Reappropriation-Operating
- Reappropriation-Capital Impvmt
- Within Grade Increase (WIG)
- Revenue

The budget form is used to enter your department's budget request information into the budget preparation system. Once the budget has advanced to the next stage, these budget forms will be used by the Division of Budget and Planning, House Appropriations staff, Senate Appropriations staff and the Joint Committee on Capital Improvements and Leasing to recommend funding.

Each budget form is described below along with the explanation of what makes each unique.

### *Operating Budget Requests for Core Changes*

Seq	DeclItem	AgOrg	Fund	Approp	Object	JobClass	Request Amt	Request FTE Justify
1	10000005	1001100	0101	4385	580	0	(20,000)	
2	20000005	1001100	0137	3565	580	0	(30,000)	
							(50,000)	0

The Operating Core Changes budget form limits and specifies changes that are made to the core budget. All departments will use five specific decision items as discussed below. Reports can then be generated to track these on a statewide basis.

The core amounts for budget organizations will be rolled over in SAM II using the new agency/organization structure. Agencies will need to review and verify each core that has rolled over from the previous year to assure that all information transferred correctly before any core changes are made.

For changes to an operating core, agencies will need first to determine the nature of the change and then select the decision item number and name that corresponds to that change. Users will enter a positive or negative number depending on the type of core

change. For an increase to core, a positive number will be used. For a decrease to core, a negative number will be used. Decision items that change core will be the same code for all departments. Therefore, the procedures for the background table, discussed later, will not be used for them. The choices are:

- 0000002 for transfers in,
- 0000003 for one-time expenditure reductions,
- 0000004 for transfers out,
- 0000005 for core reductions, and
- 0000006 for core reallocations.

Each of these changes requires separate budget form entry. For example, if a core has an one-time expenditure reduction and also requires core reallocations, two decision item codes will be used—one for the one-time and another for the reallocation of core funding among the budget object class codes. A separate budget form will be created for each decision item code.

### *Operating Budget Requests for New Decision Items*

DecItem	AgOrg	Fund	Approp	Object	JobClass	Amount	FTE	1X Amount
11100001	1001100	0101	4383	100	009837	100,000	2	
21100001	1001100	0101	4385	200	0	2,500		(500)
						102,500	2	(500)

Requests for the funding of new programs or additional funding for existing operating budget programs, except WIG, will need to be requested using the Operating-New Decision Item Request Form.

To facilitate the tracking of new operating decision items, these decision item numbers will begin with the number “1”, followed by the 3-digit operating agency code and ending with a three-digit sequential number from 001 to 100.

One-time funding for new decision items will be tracked in separate columns. If applicable, users will enter the amount of one-time dollars and FTE associated with a line. One-times will be entered as negative numbers.

### *Supplemental Requests for Operating Budgets*

Seq	DeclItem	AgOrg	Fund	Approp	Object	JobClass	Amount	FTERelease Re
1	2100001	1002200	0101	8360	480	0	12000	0
2	2100007	1025500	0137	2835	680	0	4,222	0
							20,004	0

This budget form is used to request and recommend supplemental funding for operating budgets. If an existing appropriation number does not exist for the supplemental request, contact the System Administrator to create the code and associated rollups.

All supplemental decision item numbers -- for operating, leasing and capital improvements -- will begin with the number “2”, followed by the 3-digit agency code designated for operating, leasing, or capital improvements and a three-digit sequential number from 001 to 100.

The Supplement Budget Form has an additional column named “Release Reserve”. Agency end users will not enter this information. This column will be completed by your budget analyst in the Division of Budget & Planning. The Release Reserve amount is the amount, if any, to be released from the Governor’s reserve to fund all or part of the supplemental request.

### *Supplemental Requests for Leasing Budgets*

Seq	DeclItem	AgOrg	Fund	Approp	Object	Amount	Release Reserve	Justify
1	2100007	1025500	0101	2834	680	15,782		
2	2100007	1025500	0137	2835	680	4,222		
						20,004	0	

This budget form is used to request and recommend supplemental funding for leasing budgets. If an existing appropriation number does not exist for the supplemental request, contact the System Administrator to create the code and associated rollups.

Again, the decision item number for all supplemental requests will begin with the number “2”. For leasing supplemental decision items, this will be followed with the 3-digit agency code designated for leasing and then the three-digit sequential number from 001 to 100. This form will also have the additional column Release Reserve.

### *Supplemental Requests for Capital Improvement Budgets*

Seq	DeclItem	AgOrg	Fund	Approp	Object	JobClass	Amount	FTERelease Res
1	2100007	12345	0101	2834	720	0	150,000	
2	2100007	12345	0644	3855	640	0	25,000	
							175,000	0

This budget form is used to request and recommend supplemental funding for capital improvement budgets. If an existing appropriation number does not exist for the supplemental request, contact the System Administrator to create the code and associated rollups.

Again, the decision item number for all supplemental requests will begin with the number “2”. For capital improvement supplemental decision items, this will be followed with the 3-digit agency code designated for capital improvements and then the three-digit sequential number from 001 to 100. This form will also have the additional column Release Reserve.

### *Leasing Budget Requests for Core Changes*

Seq	DeclItem	AgOrg	Fund	Approp	Object	Amount	Justify
1	6000003	1025500	0101	2834	580	(15,000)	
2	6000003	1025500	0137	2836	580	(35,000)	
						(50,000)	

As with the operating budget, the leasing core amounts for budget organizations will be rolled over in SAM II using the new agency/organization structure. A review and verification of each leasing core that has rolled over from the previous year will be necessary to assure that all information transferred correctly before any core changes are made.

Each agency will be assigned at least two leasing user IDs that must be used when entering leasing decision items. Leasing core changes will be identified like those for operating core changes except that they will begin with the number “6”. The choices are:

- 6000002 for transfers in,
- 6000003 for one-time expenditure reductions,
- 6000004 for transfers out,
- 6000005 for core reductions, and
- 6000006 for core reallocations.

One important difference with leasing budget forms from other forms is the choices of budget object class codes. The selection in the dropdown box will be limited to three choices. They are: office equipment, building lease payments, and transfers.

### *Leasing Budget Requests for New Decision Items*

**Leasing-New Decision Item: 20 - Lease Building on Main**

Insert Delete Move Audit Net Cost Apply Save Cancel

**General**

Seq	DecItem	AgOrg	Fund	Approp	Object	Amount	1X Amount	Justify
16102001		1025500	0101	2834	680	36,000		
26102001		1025500	0137	2836	580	20,500	(20,500)	
						56,500	(20,500)	

**Detail Box**

Seq	Posting Col	Item	Description	Qty	Price	Total
1	Amount	SYSFURN	Systems Furniture	5.	4,100	20,500.
2	1X Amount	580_OT	One-Time Expenditures	1.	(20,500)	(20,500.)

Leasing Budget Forms for new decision items will be completed by the agencies for additional space needs for existing programs and for new space requirements associated with new decision items. All agencies have a separate agency code for leasing that will be used on this budget form. As with the core leasing

decision items, new leasing decision item codes will begin with the number “6”, followed by the 3-digit leasing agency code and a three-digit sequential number from 001 to 100. The budget object class choices are also limited.

### *Capital Improvement Requests for New Decision Items*

Seq	DeclItem	AgOrg	Fund	Approp	Object	JobC	Req Amt Yr 1	FTE Yr 1	Req Amt Yr 2	FT
1	3401001	4011400	0189	0253	640	0	1,500,000		15,000,000	
2	3401001	4011400	0101	2418	720	0	0		2,500,000	
							1,500,000	0	17,500,000	

Capital Improvement (CI) budgets will differ from how operating and leasing budgets are initiated but, once loaded, will progress through the same stages as the latter two budgets. The CI budget currently is developed by the agencies working with the Division of Design and Construction (D&C) using the Long-Range CI Plan and the Access Database. Agencies will continue to complete the Request for CI Funding Form and the Long-Range CI Plan. Modifications will be made to the request form to collect the additional information needed to integrate with the SAM II budget preparation system. This information will be interfaced into the budget preparation system.

Capital improvement decision items will begin with a “3”, followed by the three-digit capital improvement agency code and a three-digit sequential number from 001 to 100. Budget object classes will be limited to 12 codes.

### *Reappropriation Requests for Operating Budgets*

Operating reappropriations budgets have never been incorporated into the SAM system. Reappropriation bills were born out of the necessity to reauthorize projects that take more than one year to finish.

Because the items included in reappropriation bills have been previously appropriated, there are a few differences in how these requests will be entered into the budget preparation system. Most operating reappropriations are for the purchase of a major item.

Because of this, they will probably be “line itemed” in the budget and already have their own appropriation code. This appropriation code will be used in the reappropriation budget. If the reappropriation is a part of the core budget, a new appropriation code will be required. Contact the System Administrator to create a new appropriation code and the associated rollups.

Decision item numbering for operating reappropriations will begin with “4”, followed by the three-digit agency operating code and a three-digit sequential number from 001 to 100.

### ***Reappropriation Requests for Capital Improvement Budgets***

Like operating reappropriations, capital improvement reappropriation budgets have never been incorporated into the SAM system. Reappropriation bills were born out of the necessity to reauthorize capital improvement projects that usually take more than two years from original planning to completion and final payout. The appropriation codes assigned in the capital improvement budget will be used for capital improvement reappropriations.

Decision item numbering for capital improvement reappropriations will begin with “5”, followed by the three-digit agency capital improvement code and a three-digit sequential number from 001 to 100.

### ***Budget Form for Within Grade Pay (WIG)***

Seq	Decltem	AgOrg	Fund	Approp	Object	JobClass	Amount	Justify
1	0000008	1001100	0137	3564	100	000311	500	
2	0000008	1001100	0137	3564	100	000492	250	
3	0000008	1001100	0137	3564	100	000714	75	
4	0000008	1001100	0101	4383	100	000023	325	
5	0000008	1001100	0101	4383	100	000490	600	
6	0000008	1001100	0101	4383	100	000502	215	
							1,965	

The WIG budget form preloads all unique data attribute combinations for the object class Salary and Wages from the prior



year final budget. Therefore, the end user will only have to enter the amounts of WIG for each unique combination. However, the end user will have to make changes to the preload for any associated core changes. If you have transferred core personal service dollars to another budget, the corresponding WIG lines must be deleted. Conversely, if you have a transfer of personal service dollars, WIG lines will have to be added.

All agencies will use the decision item code 0000008 for WIG increases.

### *Revenue*

Seq	AgOrg	Fund	Object	Yr 1 Est	Yr 2 Est	Yr 3 Est
1	11001100	0137	1049	1,250,000	1,500,000	1,750,000
2	11001100	0137	1049	1,250,000	1,500,000	1,750,000

Revenue budget forms will be used to project estimated revenues by fund. The selections for the budget object class code will be limited to the four digit revenue codes.

## **Entering Data Through Budget Forms**

This topic introduces you to how to enter data through budget forms.

Since most of the budget forms are similar, entering data into each form is comparable. The following processes relates to entering data through a budget form:

- Creating a New Decision Item Budget Form
- Creating a Core Change Budget Form
- Modifying a Budget Form
- Purging a Budget Form
- Revenue Projection Form

### ***Creating a New Decision Item Budget Form***

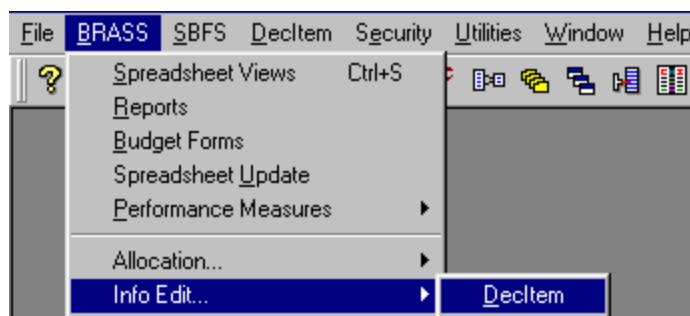
The following provides details on the procedures for creating a new budget form.

The Decision Item Table has background tables that are used to categorize new decision items. Once data is input into the fields, it can be used for sorting and reporting. **Decision items that change Core and WIG will use the same code for all departments. Therefore, the procedures for the background table information (InfoEdit) will not be used for core change decision items numbered 0000002 through 0000006 or for 0000008.**

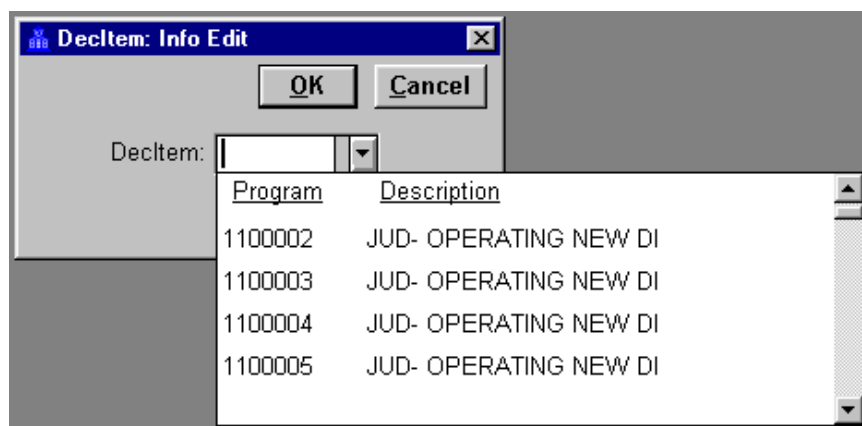
The following provides details on the procedures for attaching background table information to Decision Item codes.

Select **Info Edit** from **BRASS** menu.

Click on **Dec Item**.



**DeclItem:** Select from the dropdown menu a decision item code that has the abbreviated department name followed by “Operating New DI”.



Click **OK**.

Complete the **Edit Information** table as follows:

A screenshot of the 'Edit Information' dialog box. It has 'Save' and 'Cancel' buttons at the top right. Below them are several input fields. The 'DeclItem' field is set to '1100002' and 'JUD- OPERATING NEW DI'. The 'Access' field is set to 'JUD'. The 'Agency' field is set to '100'. The 'Rank' field is empty. The 'Type' field is empty. The 'SMR1' field is empty. The 'SMR2' field is empty. The 'SMR3' field is empty. The 'Category' field is empty. The 'ProgTable8' field is empty. The 'ProgTable9' field is empty. There are also empty fields for 'ProgTable1' through 'ProgTable7'.

**Description Box:** Change this name “*DEPT-Operating NEW DI*” to a concise 30-character description of the decision item by entering it in the Description box.

**Rank:** Select from the dropdown menu the ranking of the decision item.

**Type:** Select from the dropdown menu the type of decision item. If none of the choices apply, select “unassigned”.

**Agency:** Select from the dropdown menu the agency code.

**SMR#1:** Select from the dropdown menu the Show-Me Result that is most strongly associated with the decision item.

**SMR#2:** Select from the dropdown menu the Show-Me Result that is the next most strongly associated with the decision item.

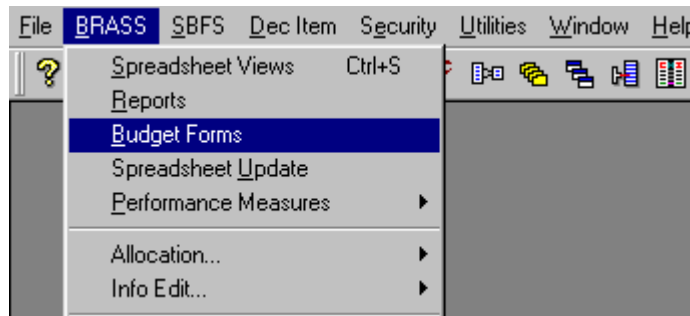
**SMR#3:** Select from the dropdown menu the Show-Me Result that is the third most strongly associated with the decision item.

**Category:** Leave selection as “Unassigned”. The Division of Budget and Planning will assign the selections for this table.

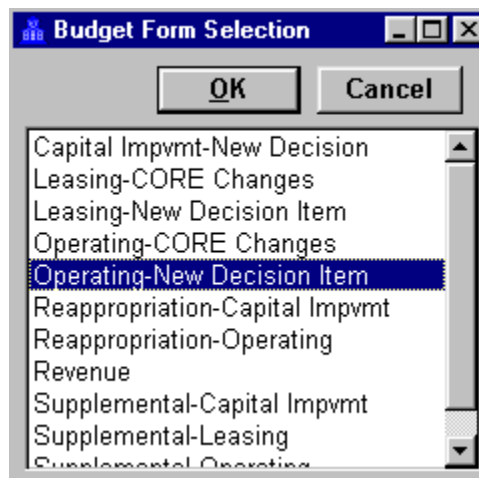
**Text Box:** Enter a description of the decision item using the information from the Abstract box on the Form 5 as the starting point. Enter additional information as needed up to a total of 2,000 characters for the box.

Click **OK**.

Select **Budget Forms** from **BRASS** menu.

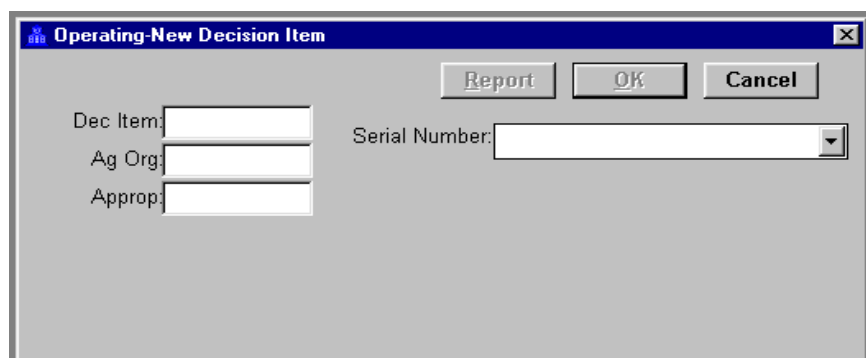


Select the budget form that you want to create (i.e. **Operating-New Decision Item**) and click **OK**.



A Data Attribute Selection screen will appear. The consolidating selections made here on the outside of the budget form will narrow the available selections once inside the budget form. Detailed non-consolidating selections will be entered later on the inside of the budget form and is the data loaded into SAM II Financials.

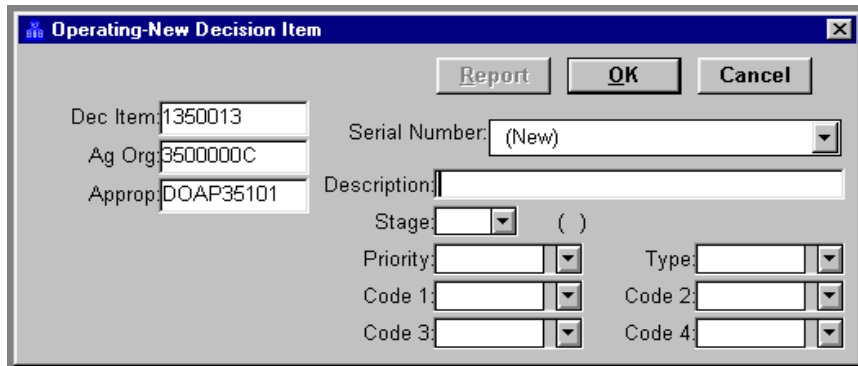
Complete this screen according to the following instructions:



**Dec Item:** Select from the dropdown menu the decision item that was established in the **Edit Info** process above.

**Ag Org:** Select from the dropdown menu your Level 3 consolidating agency/organization code.

**Approp:** Select from the dropdown menu the appropriation program code (Level 6) to which the decision item will report.



**Serial Number:** Select **(New)** from the dropdown menu. Once these four elements are entered, new boxes appear.

Complete the remaining selections according to the following instructions:

**Description:** Enter the same description (30 characters) that was used in the Decision Item table.

**Stage:** Select from the dropdown menu **Stage A**, Division Changes.

**Priority:** Not currently used.

**Type:** Not currently used.

**Code 1:** Not currently used.

**Code 2:** Not currently used.

**Code 3:** Not currently used.

**Code 4:** Not currently used.

Click **OK**.

A new budget form (General Tab) should appear.

Complete this form according to the following instructions. **Data will be entered for each unique combination of ag/org, fund, approp, object, and job class as is needed for the decision item.**

**Seq:** Displays a sequential number for each line.

Click **Insert** if lines are needed for additional unique combinations.

Click **Delete** if lines you have entered need to be removed.

Click **Move** if you want to rearrange lines. Place the pointer on the line that you want to move and click Move. Position the pointer on top of the target location and Click.

Click **Audit** if you want an audit trail of the lines.

**Dec Item:** The decision item should default to the same code that was selected on the Data Attribute Selection (outside) entry screen. If not, that should be the only selection in the dropdown menu.

**Ag Org:** Select from the dropdown menu the agency/organization code. The first three digits are the operating agency code and the following four digits are the organization code. For example, Agency 650, Organization 2800 would be 6502800.

**Fund:** Select the fund code from the dropdown menu.

**Approp:** Select from the dropdown menu the appropriation code.

**Object:** Select from the dropdown menu the budget object class code.

**Job Class:** The default is “0” for non-salary budget object classes. Select from the dropdown menu the job class if the personal services budget object class code “100” was entered.

**Amount:** Enter the amount of the request for the unique combination. DO NOT ENTER CENTS.

**FTE:** Enter the amount of FTE for the unique combination of the request if the personal services budget object class code “100” was entered. After you leave this field, the number is displayed as a whole number. However, it is recorded in the database and in reports as it was entered.

**1X Amount:** Enter the amount of the request that represents any one-time expenditure for the unique combination. One-times should always be entered as negative numbers.

**1X FTE:** Enter the amount of the request that represents any one-time FTE if the personal services budget object class code “100” was entered. One-time FTEs should always be entered as negative numbers. After you leave this field, the number is displayed as a whole number. However, it is recorded in the database and in reports as it was entered.

**Justify:** Type in a justification for the request. This is optional.

To sort and subtotal by a particular chart of accounts element, click the header for the column.

Seq	Dec Item	Ag Org	Fund	Approp	Object	Job Class	Request Amt	Request FTE	One-Time Amt
1	1350013	3503120	0101	0235	320	0	15,000		10,000
2	1350013	3503120	0133	3548	100	000023	21,500	1	
3	1350013	3503120	0101	0235	200	0	500		
							36,500	1	10,000

Click **Apply** if you want to save data and not exit the form.



Click **Save** when all data for each unique combination for the decision item is entered and you want to exit the form. Apply and Save both initiate combination editing. **If you have invalid Fund – Appropriation combinations, you will not be allowed to save until the error is corrected.**

A description box appears where the reason for change may be entered. A reason is not required to save changes. If a reason is entered, the reason will appear in the Audit Trail Listing. Click on the OK to close the box with or without a reason for the change. The Reason for Change box will appear only after the budget form has been saved for the first time.

Click **Cancel** to exit the form and not save data. Although the data is not saved, the budget form will still exist. See Purging a Budget Form if the form will not be used.

## Exercise 2: Completing an Operating-New Decision Item Budget Form



### Scenario:

*Additional instructors (2.50 FTE) will be needed to teach the SAM II budget preparation classes. They will work in administration. The cost will be \$100,000 for PS and \$1,500 for supplies with \$200 being one-time expenditures from GR and \$500 for communication services with no one-time expenditure from federal funds.*

**Step 1.** Run your public spreadsheet view and keep it open.

Complete the following decision item table for the new operating decision item budget form:

**Step 2.** Select **Info Edit** from **BRASS** menu.

**Step 3.** Click on the **Dec Item**.

Complete the Dec Item Table as follows:

- Dec Item:** Select the decision item code that begins with a 1, then your three digit agency number and the sequence number 001 from the pre-assigned list (i.e. 1350001).
- Description:** Generic decision item names have been assigned beginning with the department initials followed by “Operating New DI”. Change this name to New Instructors by entering it in the Description box.
- Rank:** Select from the dropdown menu 003, RANK #3.
- Type:** Select from the dropdown menu 0, UNASSIGNED.
- Agency:** Defaults to your agency code
- SMR#1:** Select from the dropdown menu 0, UNASSIGNED.
- SMR#2:** Select from the dropdown menu 0, UNASSIGNED.

- SMR#3:** Select from the dropdown menu 0 UNASSIGNED.
- Category:** Select from the dropdown menu 0 UNASSIGNED.
- Text Box:** Enter the following information: These instructors are needed to provide effective and thorough training of the SAMII budget prep system.
- Click **SAVE**.

Complete the following for creating an Operating-New Decision Item Budget Form:

**Step 4.** Select **Budget Forms** from **BRASS** menu.

**Step 5.** Select **Operating-New Decision Item**.

Click **OK**.

**Step 6.** Enter the following information on the Data Attribute Selection screen (outside budget form):

**Dec Item:** Select from the dropdown menu **New Instructors**.

**Ag Org:** Select your CONSOLIDATING agency organization code.

**Approp:** Select the appropriation program code for ADMINISTRATION.

**Serial Number:** Select **(New)**.

**Description:** Enter the same short name New Instructors in the box.

**Stage:** Select **Stage A**, Division Changes.

Click **OK**.

**Step 7.** Enter the following detailed data on the budget form (inside the budget form) for the Personal Services dollars:

**Dec Item:** The decision item should default to the same that was selected on the Data Attribute Selection (outside) entry screen. If not, that should be the only selection in the dropdown menu.

- Ag Org:** Select the OFFICES agency/organization code for your department. The first three digits are the agency code and the following four digits are the organization code. For example, Agency 650, Organization 1100 would be 6501100.
- Fund:** Select GENERAL REVENUE fund-0101.
- Approp:** Select the Personal Services-General Revenue appropriation code for your department's administration unit (i.e. *DEPT-ADMIN-PS-0101*).
- Object:** Select the budget object class code for SALARIES AND WAGES-100.
- Job Class:** Select the job class code for a UCP INSTRUCTOR-009837.
- Amount:** Enter the amount of 100,000 dollars.
- FTE:** Enter the number of 2.50 FTE.
- 1X Amount:** Leave blank.
- 1X FTE:** Leave blank
- Justify:** Type in a justification for the request. This is optional.
- Click **Apply** to save data and not exit the form.

**Step 8.** Enter the following detailed data for the Expense and Equipment dollars associated with the FTE:

Click **Insert** for a new line.

**Dec Item:** The decision item should default to the same that was selected on the Data Attribute Selection (outside) entry screen. If not, that should be the only selection in the dropdown menu.

**Ag Org:** Select the same OFFICES agency/organization code that you selected before.

**Fund:** Select GENERAL REVENUE fund-0101.

**Approp:** Select the Expense and Equipment-General Revenue appropriation code for your department's administration unit. (i.e. *DEPT-ADMIN-EE-0101*).

**Object:** Select the budget object class code for ADMINISTRATIVE SUPPLIES-200.

**Job Class:** Leave at the default of 0.

**Amount:** Enter the amount of 1500 dollars.

**FTE:** Leave blank.

**1X Amount:** Enter the amount of -200 dollars.

**1X FTE:** Leave blank

**Justify:** Type in a justification for the request. This is optional.

Click **Apply** to save data and not exit the form. You will be prompted for a "Reason for Change." You can complete a reason or leave blank, then select **OK**.

- Step 9.** Enter the following detailed data for additional Expense and Equipment dollars for this decision item: *\$500 for Communication Services from federal funds, no one-time associated with it.*
- Step 10.** Click **Save** when all data for each unique combination for the decision item is entered. You will again be prompted to enter a "Reason for Change."

## **Exercise 3: Refreshing a Spreadsheet View**



### Scenario:

*Now you want to see the data you entered in Exercise 2.*

Complete the following exercise:

### ***Refreshing a Spreadsheet View***

- Step 1.**    Activate your public spreadsheet view.
- Step 2.**    Select **Refresh** from **File** menu.
- Step 3.**    The data entered during Exercise 2 should appear.

## **SPREADSHEET OPTIONS**

Select a cell. Click ZOOM. Click Fund – Click Dec Item – Click Ag Org – Click Job Class. Provides a sub-total for each unique data attribute.

Select a line. Click ZOOM. Provides an audit trail of that line.

Reopen your public view. On the View Selection and Display Screen, the following options exist:

- Other**      Lists the other hierarchical Data Attributes. You can choose to select ALL of the Funds, AgOrgs, and Job Classes; or you can select some of the Funds, some of the AgOrgs, or some of the Job Classes. If you select one of these, other boxes appear to focus your selection.
- Sections**   Sections provide spreadsheet views with tabs, which are a way of organizing the total data displayed into ‘cuts’ or ‘slices’ by Approp, Fund, Dec Item, Ag Org, or Job Class. Again, if you select one of these, other boxes appear to focus your selection.
- Dec Item**   The All button allows you to view all the decision items. The Select button will direct you to the nine background tables and the associated classifications. If the first box is left blank, you can select specific decision item codes.

### *Budget Form Detail Box*

The Operating New Decision Item and Leasing New Decision Item budget forms contain a detail box for budget object class 560 (Motorized Equipment) and 580 (Office Equipment). The Detail Box allows a quantity and a price for the equipment to be entered. The system will then calculate the amount of the request. An example of the detail box appears below.

The screenshot shows a software window titled "Operating-New Decision Item: 26 - test". It has buttons for "Insert", "Delete", "Move", "Audit", "Net Cost" (dropdown), "Apply", "Save", and "Cancel". The "General" tab is selected. Below the buttons is a table with columns: Seq, DeclItem, AgOrg, Fund, Approp, Object, JobClass, Amount, FTE, and 1X Amount. The table contains one row with values: 1, 1100001, 1001100, 0101, 4385, 580, F0, 1,994, 0, 0. Below this table is a "Detail Box" section with a table that has columns: Seq, Posting Col, Item, Description, Qty, Price, and Total. The "Detail Box" table contains three rows: 1. Amount, CALC, Calculator, 2, 60, 120. 2. Amount, COPIER 1, up to 1,000 copies/mo, 1, 1,874, 1,874. 3. 1X Amount, 580\_OT, One-Time Expenditures, 1, 1000, .

This detail box appears when the object 560 or 580 is selected on the Operating New Decision Item or Leasing New Decision Item budget form.

Complete the box according to the following instructions.

**Seq:** Displays a sequential number for each line in the Detail Box. Click under Seq in the Detail box to activate the detail box.

**Posting Col:** Displays the names of four possible columns where amounts could be entered.

Click on the "Amount" for entering the total amount requested for this item.

Do not use the "FTE" since this budget object class is for expense and equipment.

Click on the "1X Amount" for entering the one-time amount for this budget object class.

Do not use "1X FTE" since this budget object class is for expense and equipment.

**Item:** Click on the appropriate item as described in the drop-down box. If the item being requested is not in the drop-down box, click on "Other". If one-time amounts are being entered, click on the "One-Time Expenditures" option.

**Description:** Displays a description of the item selected. If “Other” is selected, enter a description for the item.

**Qty:** Enter the quantity requested. If the “One-Time Expenditures” option is selected, enter a quantity of one.

**Price:** Displays the default price of the item. The default amount may be overridden by entering a different amount for the item in this field. If “Other” is selected, enter the amount for the item. If “One-Time Expenditures” is selected, enter the total one-time amount as a negative number.

**Total:** Displays the calculated amount for the item based upon the quantity and price. Since this field is gray, the amount may not be changed. The quantity or price must be changed for the amount to change.

Use the Insert, Delete and Move buttons located at the top left of the budget form to insert, delete or move lines.

To exit the detail box, click on any cell on the budget form except the line where that data is being entered.



## Exercise 4: Creating an Operating Budget Form with Detail Box



### Scenario:

*Your **operations division** needs \$151,672 from General Revenue for Educational Equipment and \$48,328 from General Revenue for Office Equipment. There is a one-time expense of \$15,000 for the office equipment.*

Create an OPERATING-New Decision Item budget form using the above scenario:

- Step 1.** Use Info Edit to establish the Decision Item.
- Step 2.** Create the budget form.
- Step 3.** Enter the amount for the Educational Equipment.
- Step 4.** Click **Apply**. You will be prompted for a “Reason for Change.” You can complete a reason or leave blank, then select **OK**.
- Step 4.** **Insert** a new line for the data for Office Equipment.
- Step 5.** Select the proper decision item, ag org, fund, and approp. Select OFFICE EQUIPMENT for the object.

A Detail Box will appear at the bottom of the budget form. Enter the following detailed data for Office Equipment:

- |                     |  |
|---------------------|--|
| <b>Seq:</b>         | Click under Seq to activate the detail box.              |
| <b>Posting Col:</b> | Select from the dropdown menu AMOUNT.                    |
| <b>Item:</b>        | Select from the dropdown menu DESK.                      |
| <b>Description:</b> | “Desk” should automatically appear in the box.           |
| <b>Qty:</b>         | Enter the amount of <u>1</u> .                           |
| <b>Price:</b>       | The amount “500” should automatically appear in the box. |
| <b>Total:</b>       | The amount “500” should automatically appear in the box. |

**Insert** a new line.

**Posting Col:** Select from the dropdown menu  
AMOUNT.

**Item:** Select from the dropdown box  
CHAIR\_1.

**Description:** Defaults to “Regular Chair”.

**Qty:** Enter the amount of 1.

**Price:** Defaults to “245”.

**Total:** Defaults to “245”.

**Insert** a new line.

**Posting Col:** Select from the dropdown menu  
AMOUNT.

**Item:** Select from the dropdown box  
CHAIR\_2.

**Description:** Defaults to “Sidechair (1)”.

**Qty:** Enter the amount of 2.

**Price:** Defaults to “125”.

**Total:** Defaults to “250”.

**Insert** a new line.

**Posting Col:** Select from the dropdown menu  
AMOUNT.

**Item:** Select from the dropdown menu  
OTHER.

**Description:** Enter WIDGET in the box.

**Qty:** Enter the amount of 1.

**Price:** Enter the amount of 47,333.

**Total:** Defaults to “47,333”.

**Insert** a new line.

**Posting Col:** Select from the dropdown menu 1X  
AMOUNT.

**Item:** Select from the dropdown box  
580\_OT.

**Description:** Defaults to “One-time Expenditures”.

**Qty:** Enter the amount of 1.

**Price:** Enter the amount of -15,000.

**Total:** Defaults to “-15,000”.

**Step 5.** **Save** the budget form. You will be prompted to enter a “Reason for Change.” This is optional.

### *Spreadsheet View*

**Step 1.** Re-open your spreadsheet view from Exercise 1.

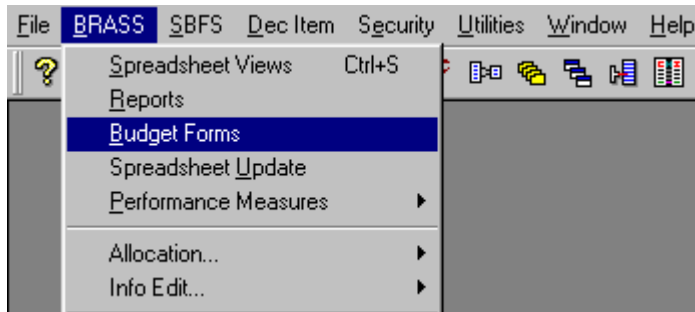
**Step 2.** Limit the Decision Item codes to only New Decision Item numbers.

**Step 3.** Execute the View to see your changes.

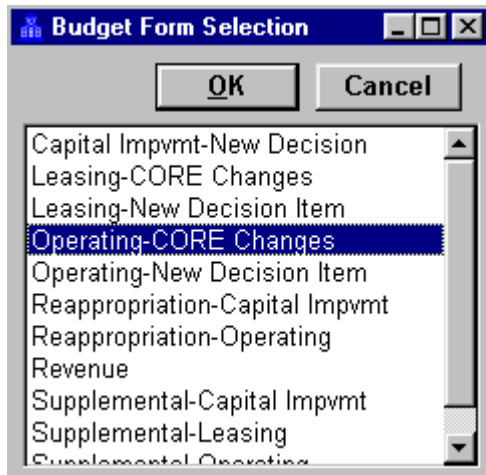
### *Creating a Core Change Budget Form*

The following provides details on the procedures for creating a budget form for core changes. Unlike budget forms for new decision items, those for core changes do not go through the **Info Edit** background table procedures.

Select **Budget Forms** from **BRASS** menu.



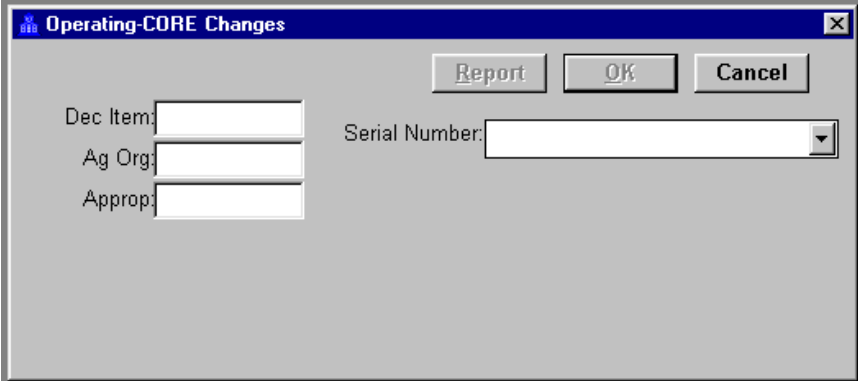
Select the CORE Changes budget form that you want to create i.e. **Operating-CORE Changes** and click **OK**.



A Data Attribute Selection screen will appear. The consolidating selections made here on the outside of the budget form will narrow the available selections once inside the form. Detailed, non-consolidating levels will be entered later on the inside of the budget form and are the data loaded into SAM II Financials.

Complete this screen according to the following instructions.

**Dec Item:** Select from the dropdown menu the pre-assigned decision item number for the core adjustment to be made.



The dialog box titled "Operating-CORE Changes" contains three input fields on the left: "Dec Item:", "Ag Org:", and "Approp:". To the right of these is a "Serial Number:" dropdown menu. At the top right are three buttons: "Report", "OK", and "Cancel".

0000002	Transfers In
0000003	One-Time Expenditure Reductions
0000004	Transfers Out
0000005	Core Reductions
0000006	Core Reallocations (internal)
0000007	Cost of Living Adjustment

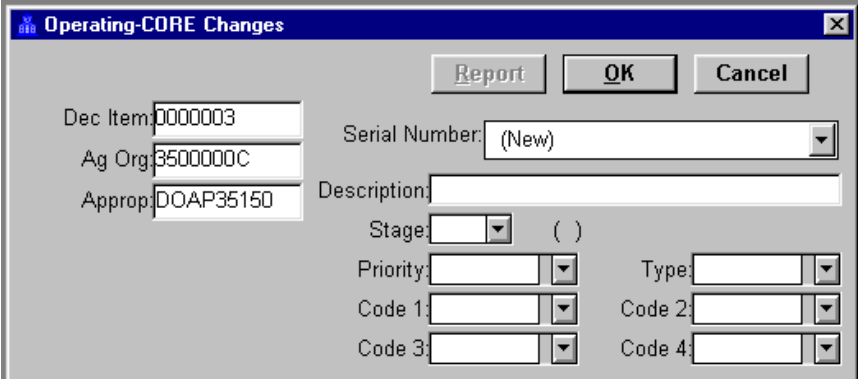
Each core change requires a different decision item entry (budget form).

**Ag Org:** Select from the dropdown menu the consolidating agency/organization code.

**Approp:** Select from the dropdown menu the appropriation program code to which the decision item will report.

**Serial Number:** Select (New) from the dropdown menu.

Once these four elements are entered, new boxes appear.



The dialog box is now populated with the following values: "Dec Item:" is 0000003, "Ag Org:" is 3500000C, "Approp:" is DOAP35150, and "Serial Number:" is (New). Below these fields, several new input fields have appeared: "Description:", "Stage:" (with a dropdown arrow), "Priority:" (with a dropdown arrow), "Type:" (with a dropdown arrow), "Code 1:" (with a dropdown arrow), "Code 2:" (with a dropdown arrow), "Code 3:" (with a dropdown arrow), and "Code 4:" (with a dropdown arrow). The "Report", "OK", and "Cancel" buttons remain at the top right.

Complete the screen according to the following instructions.

**Description:** Enter a short name (30 characters) for the decision item in this box.

**Stage:** Select from the dropdown menu **Stage A**, Division Changes.

**Priority:** Not currently used.

**Type:** Not currently used.

**Code 1:** Not currently used.

**Code 2:** Not currently used.

**Code 3:** Not currently used.

**Code 4:** Not currently used.

Click **OK**.

A new budget form (General Tab) should appear.

Seq	Dec Item	Ag Org	Fund	Approp	Object	Job Class	Request Amt	Request FTE Justify
1	0000003					0	0	0

Complete this form according to the following instructions. **Data will be entered for every unique combination of ag/org, fund, approp, object, and job class as is needed for the decision item.**

**Seq:** Displays a sequential number for each line.

Click **Insert** if lines are needed for additional unique combinations.

Click **Delete** if lines you have entered need to be removed.

Click **Move** if you want to rearrange lines. Place the pointer on the line that you want to move and click Move. Position the pointer on top of the target location and Click.

Click **Audit** if you want an audit trail of the lines.

**Dec Item:** The decision item should default to the same that was selected on the Data Attribute Selection (outside) entry screen. If not, that should be the only selection in the dropdown menu.

**Ag Org:** Select from the dropdown menu the operating agency/organization code. The first three digits are the agency code and the following four digits are the organization code. For example, Agency 650, Organization 2800 would be entered as 6502800.

**Fund:** Select from the dropdown menu the fund code.

**Approp:** Select from the dropdown menu the appropriation code.

**Object:** Select from the dropdown menu the budget object class code.

**Job Class:** The default is “0” for non-salary budget object classes. Select from the dropdown menu the job class if the personal services budget object class code “100” was entered.

**Amount:** Enter the increase or decrease amount due to the core change for the unique combination. DO NOT ENTER CENTS.

**FTE:** Enter the increase or decrease number of FTE due to the core change for the unique combination if the personal services budget object class code “100” was entered. After you leave this field, the number is displayed as a whole number. However, it is recorded in the database and in reports as it was entered.

**Justify:** Type in a justification for the core change. This is optional.

Seq	Dec Item	Ag Org	Fund	Approp	Object	Job Class	Request Amt	Request FTE	Justify
1	0000003	3502351	0101	4384	560	0	(50,000)		
2	0000003	3502351	0410	7357	560	0	(10,000)		
							(60,000)	0	

Click **Apply** if you want to save data and not exit the form.

Click **Save** when all data for each unique combination for the decision item is entered and you want to exit the form.

Click **Cancel** to exit the form and not save data. Although the data is not saved, the budget form will still exist. See Purging a Budget Form if the form will not be used.



### Exercise 5: Completing an Operating-CORE Changes Budget Form



#### Scenario:

*You have a one-time expenditure to reduce from core. This was the purchase of a vehicle for \$17,500. There is also a transfer out of an Executive II position for \$25,000. Both of these are from the Administration division and from GR. The transfer also has \$750 of business services expense from federal funds associated with it.*

Even though both items, one-time expenditure and a transfer-out are reductions to the CORE, the data for each must be entered on separate budget forms. Also, decision items that change core will have the same codes for all departments. Therefore, the procedures for the background table (InfoEdit) will not be used for them.

Complete the following for the one-time expenditures budget form:

- Step 1.** Select **Budget Forms** from **BRASS** menu.
- Step 2.** Select **Operating-CORE Changes** and click **OK**.
- Step 3.** Enter the following information:
  - Dec Item:** Select the decision item code for ONE-TIME EXPENDITURE REDUCTION, 0000003.
  - Ag Org:** Select the CONSOLIDATING agency organization code.
  - Approp:** Select the appropriation program code for ADMINISTRATION.
  - Serial Number:** Select **(New)**.
  - Description** Enter a short name (30 characters) for the decision item in this box.
  - Stage:** Select **Stage A**, Division Changes. Click **OK**.

**Step 4.** Enter the following detailed data for the Expense and Equipment dollars associated with the one-time expenditure:

- Dec Item:** The decision item should default to the same that was selected on the Data Attribute Selection (outside) entry screen. If not, that should be the only selection in the dropdown menu.
- Ag Org:** Select the agency/organization code for your department's OFFICES.
- Fund:** Select GENERAL REVENUE fund, 0101.
- Approp:** Select the appropriation code for your department's administration expense and equipment-General Revenue (i.e. assigned code associated with *DEPT-ADMIN-EE-0101*).
- Object:** Select the budget object class code for MOTORIZED EQUIPMENT-560.
- Job Class:** Leave at the default of 0.
- Amount:** Enter the amount of -17500 dollars.
- FTE:** Leave blank.
- Justify:** Type in a justification for the request. This is optional.

**Step 5.** Click **Save** when all data for each unique combination for the decision item is entered.

Complete the following for the transfer-out budget form:

- Step 1.** Select **Budget Forms** from **BRASS** menu.
- Step 2.** Select **Operating-CORE Changes** and click **OK**.
- Step 3.** Enter the following information:
- Dec Item:** Select the decision item code for TRANSFER OUT, 0000004.
- Ag Org:** Select the consolidating agency organization code.

**Approp:** Select the appropriation program code for ADMINISTRATION.

**Serial Number:** Select **(New)**.

**Description:** Enter a short name (30 characters) for the decision item in this box.

**Stage:** Select **Stage A**, Division Changes.  
Click **OK**.

**Step 4.** Enter the following on the budget form for the detailed data associated with the transfer:

**Dec Item:** The decision item should default to the same that was selected on the Data Attribute Selection (outside) entry screen. If not, that should be the only selection in the dropdown menu.

**Ag Org:** Select the agency/organization code for your department's OFFICES.

**Fund:** Select GENERAL REVENUE fund.

**Approp:** Select the appropriation code for your department's administration personal services-General Revenue (i.e. assigned code associated with *DEPT-ADMIN-PS-0101*).

**Object:** Select the budget object class code for SALARIES AND WAGES-100.

**Job Class:** Select the job class code for an UCP EXECUTIVE II, 000502.

**Amount:** Enter the amount of -25000 dollars.

**FTE:** Enter the number of -1.00 FTE.

**Justify:** Type in a justification for the request. This is optional.

Click **Apply** to save data and not exit the form.

**Step 5.** Enter the following information for an additional transfer out of Expense and Equipment dollars for this decision item: \$750 of Business Services expense from Federal funds. Remember to enter as a negative number.

- Step 6.** Click **Save** when all data for each unique combination for the decision item is entered.

### *Using an Audit Trail*

- Step 1.** Select **Budget Forms** from **BRASS** menu.
- Step 2.** Select **Operating-CORE Changes**.
- Step 3.** Select the serial number associated with the decision item TRANSFER OUT in the Serial Number field.
- Step 4.** Click on Report. When the next screen appears, check these boxes (Objects, Audit Trail).
- Step 5.** First, examine the Audit Trail. The Audit Trail shows all changes that have taken place in the budget process.
- Step 5.** Now, examine the Objects view. This view shows the lines as they currently appear on the budget form.

### *Spreadsheet of Core Changes*

- Step 1.** Re-open your spreadsheet view from Exercise 1.
- Step 2.** Limit the Decision Item codes to only Core Decision Item numbers.
- Step 3.** Execute the View to see your changes.

### *Creating a Within Grade Budget Form*

The Within Grade budget form is preloaded for all unique data attribute combinations for the object class Salary and Wages from the prior year's final budget. Therefore, you will only have to enter the amounts of WIG for each unique combination. However, the end user will have to make changes to the preload for any associated core changes. If you have transferred core personal service dollars to another budget, the corresponding lines must be deleted. Conversely, if you have a transferred in core personal service dollars, lines will need to be added.

## Exercise 6: Completing a Within Grade Budget Form



### Scenario:

*The budget instructions included directions for including a within grade salary increase in your budget request.*

All Within Grade decision items will use the same decision item number. Therefore, the procedures for the background table (InfoEdit) will not be used for them.

Complete the following for the within grade (WIG) budget form:

**Step 1.** Select **Budget Forms** from **BRASS** menu.

**Step 2.** Select **WIG**.  
Click **OK**.

**Step 3.** Enter the following information on the Data Attribute Selection screen (outside budget form):

- Dec Item:** Select the decision item code for WITHIN GRADE INCREASE, 0000008.
- Ag Org:** Select the CONSOLIDATING agency organization code.
- Approp:** Select the House Bill Section from the dropdown..
- Serial Number:** Select **(New)**.
- Description** Enter a short name (30 characters) for the decision item in this box.
- Stage:** Select **Stage A**, Division Changes.  
Click **OK**.

**Step 4.** All unique combinations for SALARIES AND WAGES will appear from the above selection. Enter the following for each:

- Amount:** Enter the amount of 275 dollars. You may use the command Control “C” to copy and Control “V” to paste,

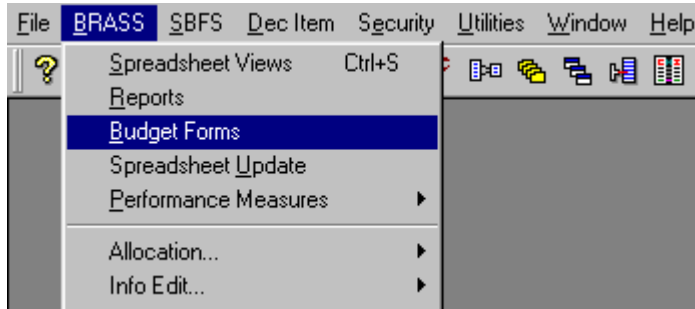
**Justify:** Type in a justification for the request.  
This is optional.

**Step 5.** Click **Save** when all amounts for each unique combination for the decision item is entered.

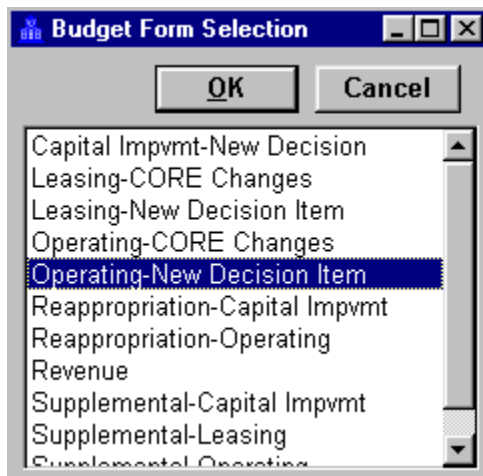
### ***Modifying a Budget Form***

The following provides details on the procedures for modifying a budget form.

Select **Budget Forms** from **BRASS** menu.



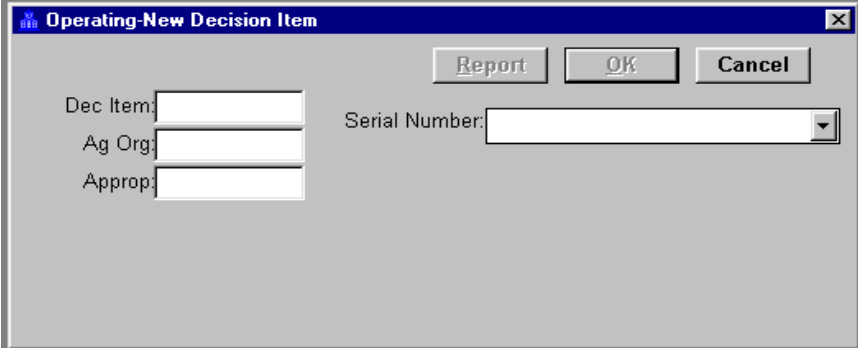
Select the budget form that you want to modify (i.e. **Operating-New Decision Item**) and click **OK**.



A Data Attribute Selection screen will appear.

Complete this screen according to the following instructions:





The dialog box titled "Operating-New Decision Item" contains three input fields on the left: "Dec Item:", "Ag Org:", and "Approp:". To the right of these is a "Serial Number:" dropdown menu. At the top right are three buttons: "Report", "OK", and "Cancel".

**Dec Item:** Select from the dropdown menu the decision item you want to modify.

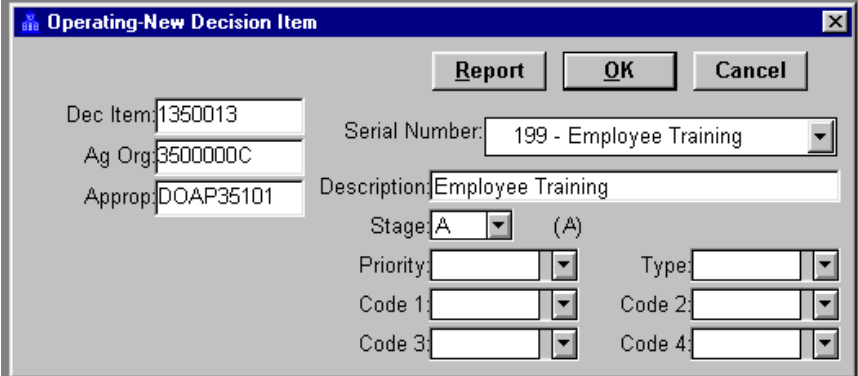
**Ag Org:** Select from the dropdown menu the consolidating agency/organization code of the decision item you want to modify.

**Approp:** Select from the dropdown menu the appropriation program code for the decision item you want to modify.

**Serial Number:** Select from the dropdown menu the decision item that you want to modify. *NOTE: If you have not narrowed the selection by choosing a Dec Item, Ag Org, or Approp, the serial number dropdown box will display all the budget forms that have been created.*

**Description:** The decision item short name will default to that given in the initial stage once the Serial Number is selected.

Complete the screen according to the following instructions:



The dialog box is now populated with data. The "Dec Item:" field contains "1350013", "Ag Org:" contains "3500000C", and "Approp:" contains "DOAP35101". The "Serial Number:" dropdown is set to "199 - Employee Training". The "Description:" field contains "Employee Training". Below these are several other fields: "Stage:" with a dropdown set to "A" and "(A)" next to it, "Priority:" with a dropdown, "Type:" with a dropdown, "Code 1:" with a dropdown, "Code 2:" with a dropdown, "Code 3:" with a dropdown, and "Code 4:" with a dropdown. The "Report", "OK", and "Cancel" buttons remain at the top right.

**Stage:** The stage will default to the last saved stage once the Serial Number is selected. Select from the dropdown menu the

stage to which you want to save the form once your modifications have been made. Changes can also be made to the default stage.

*NOTE: Once a form is saved to a subsequent stage, access to a previous stage is not available. See Stages for a listing of the various stages.*

**Priority:** Not currently used

**Type:** Not currently used.

**Code 1:** Not currently used.

**Code 2:** Not currently used.

**Code 3:** Not currently used.

**Code 4:** Not currently used.

Click **OK**.

The budget form (General Tab) selected should appear.

Seq	Dec Item	Ag Org	Fund	Approp	Object	Job Class	Request Amt	Request FTE	One-Time Amt
1	1350	3503120	0101	0235	320	0	15,000		10,000
2	1350013	3503120	0133	3548	100	000023	21,500	1	
3	1350013	3503120	0101	0235	200	0	500		
							37,000	1	10,000

Complete this form according to the following instructions. **Data will be entered for each unique combination of ag/org, fund, approp, object, and job class as is needed for the decision item.**

**Seq:** Displays a sequential number for each line.

Click **Insert** if lines are needed for additional unique combinations.

Click **Delete** if lines you have entered need to be removed.

Click **Move** if you want to rearrange lines. Place the pointer on the line that you want to move and click Move. Position the pointer on top of the target location and Click.

Click **Audit** if you want an audit trail of the lines.

**Dec Item:** The decision item should default to the same code that was on the Data Attribute Selection (outside) screen. If not, that code should be the only selection in the dropdown menu.

**Ag Org:** The agency/organization should default to the code that was entered on the form from the last saved stage. If you want to modify **Ag Org**, select from the dropdown menu a different agency and organization 7-digit code. For example, Agency 300, Organization 2350 (e.g. 3002350.)

**Fund:** The fund should default to the code that was entered on the form from the last saved stage. If you want to modify **Fund**, select from the dropdown menu a different fund code.

**Approp:** The appropriation should default to the code that was entered on the form from the last saved stage. If you want to modify **Approp**, select from the dropdown menu a different appropriation code.

**Object:** The budget object class should default to the code that was entered on the form from the last saved stage. If you want to modify **Object**, select from the dropdown menu a different budget object class code.

**Job Class:** The job class should default to the code that was entered on the form from the last saved stage. If you want to modify **Job Class**, select from the dropdown menu a different job class if budget object class “100” was requested.

**Amount:** The request amount should default to the amount that was entered on the form from the last saved stage. If you want to modify the amount, enter the new amount of the request for the unique combination. DO NOT ENTER CENTS.

**FTE:** The request FTE number should default to the number that was entered on the form from the last saved stage if personal

services object class “100” was entered. If you want to modify the number, Enter the new number of FTE for the unique combination of the request After you leave this field, the number is displayed as a whole number. However, it is recorded in the database and in reports as it was entered.

**1X Amount:** The one-time amount should default to the amount that was entered on the form from the last saved stage. If you want to modify the amount, enter the amount of the request that represents any one-time expenditure for the unique combination. One-times should always be entered as negative numbers.

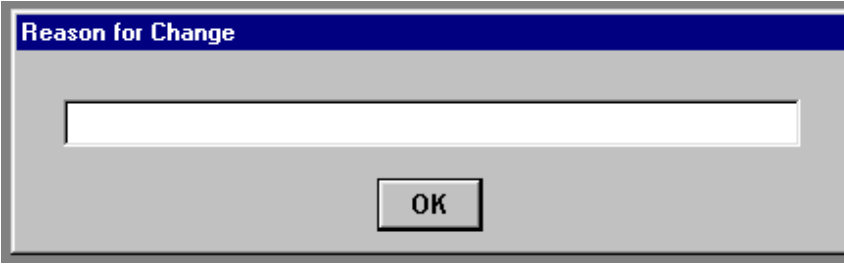
**1X FTE:** The request FTE number should default to the number that was entered on the form from the last saved stage if personal services object class “100” was entered. If you want to modify the number, enter the amount of the request that represents any one-time FTE. One-time FTEs should always be entered as negative numbers. After you leave this field, the number is displayed as a whole number. However, it is recorded in the database and in reports as it was entered.

**Justify:** The justification should default to the information that was entered on the form from the last saved stage. If you want to modify **Justify**, highlight the narrative and type the new information. This is optional.

Seq	Dec Item	Ag Org	Fund	Approp	Object	Job Class	Request Amt	Request FTE	One-Time Amt
1	1350013	3503120	0101	0235	320	0	25,000		15,000
2	1350013	3503120	0133	3548	100	000023	21,500	1	
3	1350013	3503120	0101	0235	200	0	0		
							46,500	1	15,000

Click **Save** when all modifications to the data for each unique combination for the decision item are entered.

The system will prompt a screen asking for the “Reason for Change”. This is optional. Enter a brief reason for modifying the decision item. This is used for the audit trail of the decision item.

A dialog box titled "Reason for Change" with a blue header bar. Below the header is a large white text input field. At the bottom right of the dialog is an "OK" button.

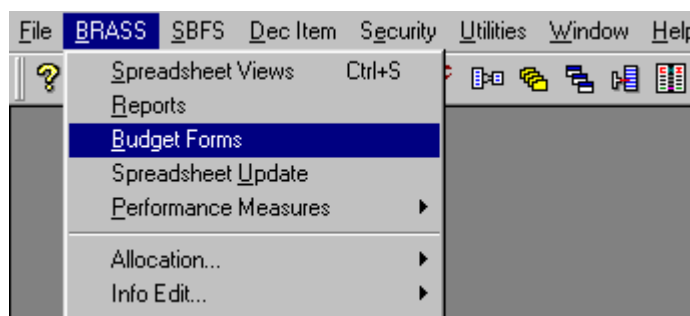
When you have finished entering your brief explanation, click **OK**.

### *Purging a Budget Form*

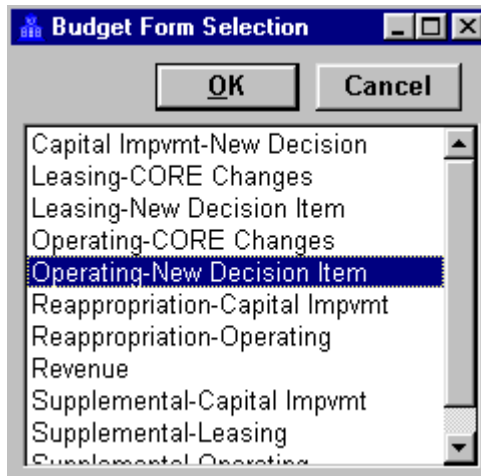
A budget form may be purged as long as all the amount fields contain zeros. Although the budget form is purged, the audit trail will reflect any data entered into a budget form. Also, once a Data Attribute Screen for a budget form has been completed (outside form), a budget form is created even if you did not save the changes to the form. If a budget form is not needed or if an entry is made inadvertently during a stage, the form should be purged.

The following provide details on the procedures for purging a budget form.

Select **Budget Forms** from **BRASS** menu.



Select the budget form type you want to purge and click **OK**.



A Data Attribute Selection screen will appear.

A screenshot of a Windows-style dialog box titled "Operating-New Decision Item". It has a blue title bar with a small icon on the left and a close button on the right. Below the title bar are three buttons: "Report", "OK", and "Cancel". The main area of the dialog contains four input fields: "Dec Item:" followed by a text box, "Ag Org:" followed by a text box, "Approp:" followed by a text box, and "Serial Number:" followed by a dropdown menu.

Complete this screen according to the following instructions:

**Dec Item:** Select the decision item that you want to purge.

**AgOrg:** Select from the dropdown menu the agency/organization code of the decision item you want to purge.

**Approp:** Select from the dropdown menu the program appropriation code of the decision item you want to purge.

**Serial Number:** Select the serial number along with the short name of the decision item you want to purge.

**Description:** Defaults to the short name.

**Stage:** The stage will default to the saved stage.

Click **OK**.

The budget form (General Tab) should appear.

Seq	Dec Item	Ag Org	Fund	Approp	Object	Job Class	Request Amt	Request FTE	One-Time Amt
1	1350	3503120	0101	0235	320	0	15,000		10,000
2	1350013	3503120	0133	3548	100	000023	21,500	1	
3	1350013	3503120	0101	0235	200	0	500		
							37,000	1	10,000

Complete this form according to the following instructions.

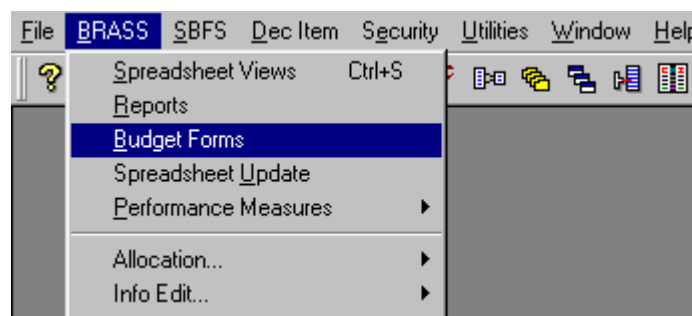
All amounts, dollars and FTE count, must be zeroed. You do not have to delete the **Dec Item**, **AgOrg**, **Fund**, **Approp**, **Object**, nor **Job Class** just the amounts associated with them. If you have a line that has a detailed box, select the line and click **Delete**.

Click **Save** when all amounts, dollars and FTE count, for each unique combination for the decision item is zero.

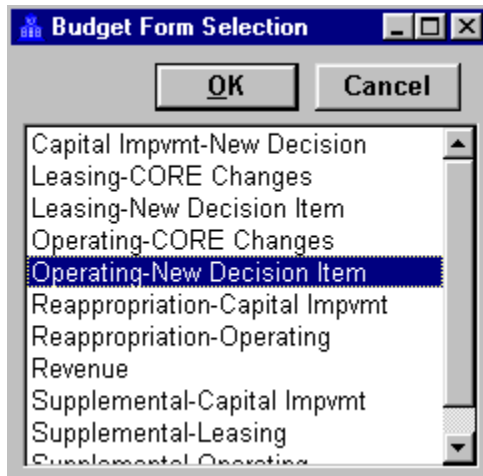
The system will prompt a screen asking for the “Reason for Change”. This is optional. Enter a brief reason for modifying the decision item. This is used for the audit trail of the decision item.

Click **OK**.

Select **Budget Forms** from **BRASS** menu.



Again, select the budget form type you want to purge and click **OK**.



A Data Attribute Selection screen will appear.

Complete this screen according to the following instructions.

**Dec Item:** Select the decision item that you want to purge.

**AgOrg:** Select from the dropdown menu the agency/organization code of the decision item you want to purge.

**Approp:** Select from the dropdown menu the program appropriation code of the decision item you want to purge.

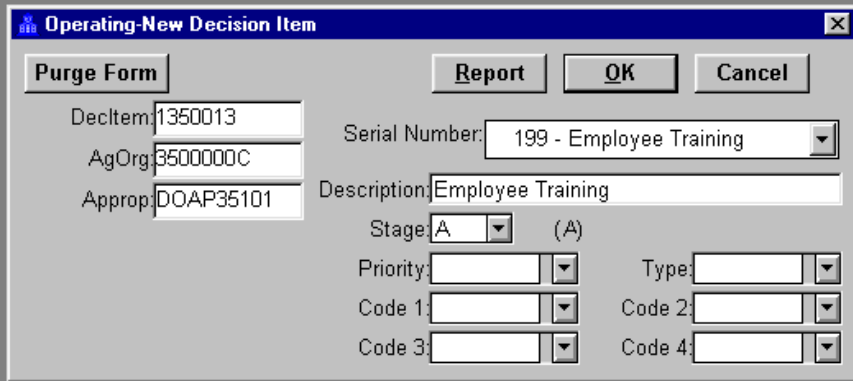
**Serial Number:** Select the serial number along with the short name of the decision item you want to purge.

**Description:** Defaults to the short name.

**Stage:** The stage will default to the saved stage.



The Data Attribute Selection Screen for your decision item will appear.

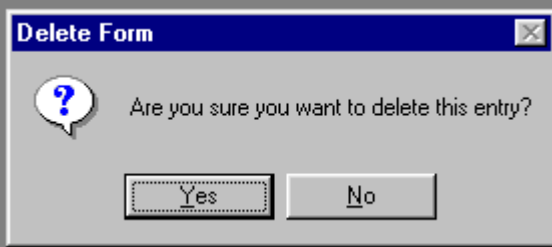


The "Operating-New Decision Item" dialog box contains the following fields and controls:

- Purge Form** button (top left)
- Report**, **OK**, and **Cancel** buttons (top right)
- DeclItem:** 1350013
- AgOrg:** 3500000C
- Approp:** DOAP35101
- Serial Number:** 199 - Employee Training (dropdown menu)
- Description:** Employee Training
- Stage:** A (dropdown menu) (A)
- Priority:** (dropdown menu)
- Type:** (dropdown menu)
- Code 1:** (dropdown menu)
- Code 2:** (dropdown menu)
- Code 3:** (dropdown menu)
- Code 4:** (dropdown menu)

Click **Purge Form** in the upper left corner.

The system will prompt “Are you sure you want to delete this entry”.



The "Delete Form" dialog box contains the following elements:

- Delete Form** title bar
- Question mark icon and text: "Are you sure you want to delete this entry?"
- Yes** button
- No** button

Click **Yes**.

## Exercise 7: Creating, Modifying and Purging a Supplemental-Operating Budget Form



### Scenario:

*The department needs a supplemental request for the distributions appropriation. An additional \$980,000 will be needed.*

Create a Supplemental-Operating budget form using the above data:

- Step 1.** Create the budget form and save it. Remember to use Info Edit to establish the decision item. Supplemental decision item numbers begin with “2”.

### **STOP here until everyone has completed Step 1.**

*It has been decided that only \$657,000 will be needed for the remainder of the year.*

Complete the following exercise to modify the budget form:

- Step 2.** Select **Budget Forms** from **BRASS** menu.
- Step 3.** Select **Supplemental-Operating** and click **OK**.
- Step 4.** Enter the following information:
- Dec Item:** Select the decision item that you previously created.
- Ag Org:** Select the agency/organization code under which you placed the decision item.
- Approp:** Select the appropriation program code for the decision item.
- Serial Number:** Select the serial number along with the short name you used for the decision item.
- Description:** Defaults to the short name.
- Stage:** The stage should default to **Stage A**. If not, that should be the only selection in the dropdown menu.
- Click **OK**.

**Step 5.** Now the supplemental-operating budget form for your decision item appears.

**Dec Item:** Do not change.

**Ag Org:** Do not change.

**Fund:** Do not change.

**Approp:** Do not change.

**Object:** Do not change.

**Job Class:** Do not change.

**Amount:** Enter the amount of 657,000 dollars.

**FTE:** Do not change.

**Release Reserve:** Do not change.

**Justify:** Type in a justification for the request.  
This is optional.

**Step 6.** Click **Save** when all data for each unique combination for the decision item is entered.

**Step 7.** The system will prompt a screen asking for the “Reason for Change”. Enter a brief reason for modifying the decision item. This is optional, but it is used for the audit trail of the decision item.

Click **OK**.

**STOP here until everyone has completed Step 7.**

*No supplemental will be needed after all for this fiscal year.*

Complete the following exercise to purge the budget form:

**Step 8.** Select **Budget Forms** from **BRASS** menu.

**Step 9.** Select **Supplemental-Operating** and click **OK**.

**Step 10.** Enter the following information:

**Dec Item:** Select the decision item that you previously created.

**Ag Org:** Select the agency/organization code under which you placed the decision item.

**Approp:** Select the appropriation program code for the decision item.

**Serial Number:** Select the serial number along with the short name you used for the decision item.

**Description:** Defaults to the short name.

**Stage:** The stage should default to **Stage A**. If not, that should be the only selection in the dropdown menu.

Click **OK**.

**Step 11.** Now the supplemental-operating budget form for your decision item appears.

**Dec Item:** Do not change.

**Ag Org:** Do not change.

**Fund:** Do not change.

**Approp:** Do not change.

**Object:** Do not change.

**Job Class:** Do not change.

**Amount:** Enter the amount of 0 dollars.

**FTE:** Do not change.

**Release Reserve:** Do not change.

**Justify:** No justification is necessary since you are going to purge the form.

**Step 12.** Click **Save** when all amounts and FTE, for each unique combination (line) for the decision item are zero.

**Step 13.** The system will prompt a screen asking for the “Reason for Change”. This is optional. Enter a brief reason for modifying the decision item. This is used for the audit trail of the decision item.

Click **OK**.

**Step 14.** Select **Budget Forms** from **BRASS** menu.

**Step 15.** Select **Supplemental-Operating** and click **OK**.

**Step 16.** Enter the following information:

**Dec Item:** Select the decision item that you previously created.

**Ag Org:** Select the agency/organization code under which you placed the decision item.

**Approp:** Select the appropriation program code for the decision item.

**Serial Number:** Select the serial number along with the short name you used for the decision item.

**Description:** Defaults to the short name.

**Stage:** The stage should default to **Stage A**. If not, that should be the only selection in the dropdown menu.

**Step 17.** Click **Purge Form** in the upper left corner.

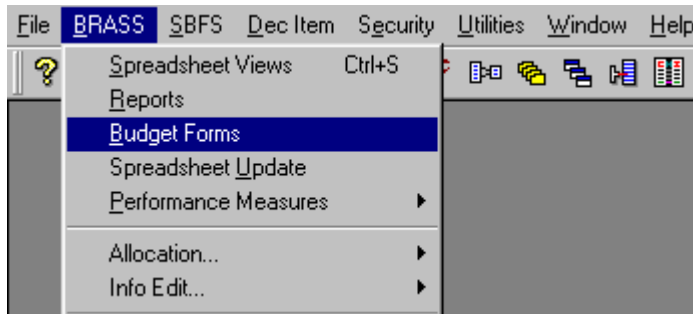
**Step 18.** The system will prompt a screen asking “Are you sure you want to delete this entry?”.

Click **Yes**.

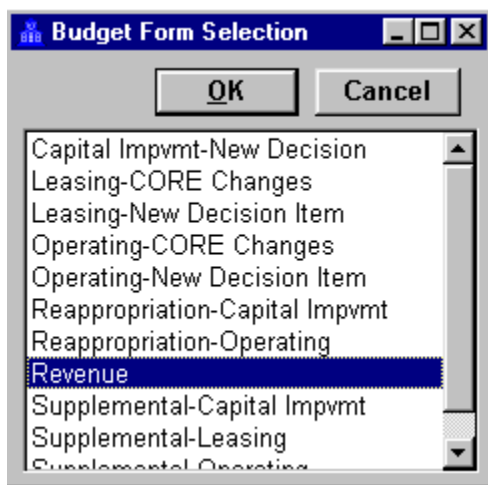
### ***Revenue Projection Form***

The following provide details on the procedures for creating a budget revenue form.

Select **Budget Forms** from **BRASS** menu.

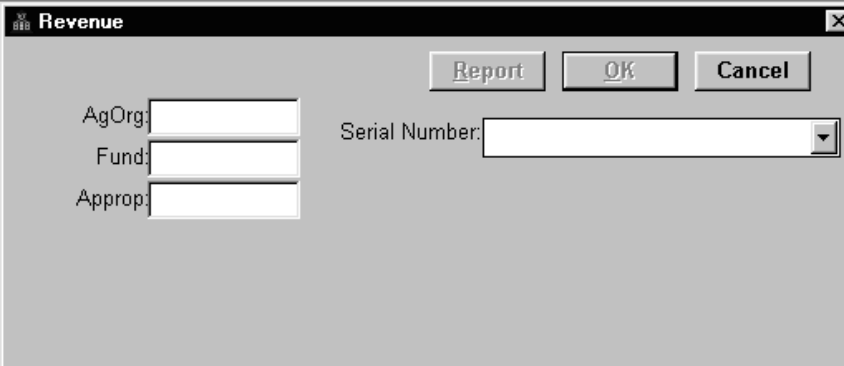


Select the budget form **Revenue** and click **OK**.



A Data Attribute Selection screen will appear.

Complete this screen according to the following instructions.



The image shows a 'Revenue' dialog box with a title bar containing a small icon and the word 'Revenue'. In the top right corner are three buttons: 'Report', 'OK', and 'Cancel'. On the left side, there are three vertically stacked text input fields labeled 'AgOrg:', 'Fund:', and 'Approp:'. To the right of these is a 'Serial Number:' label followed by a dropdown menu.

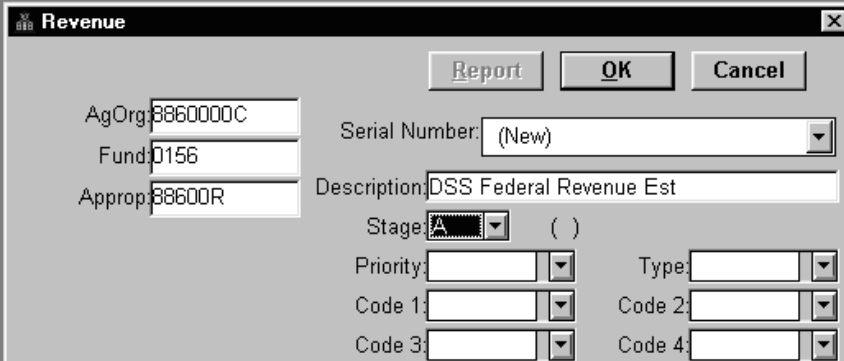
**AgOrg:** Select from the dropdown menu the agency/organization code of the revenue estimate.

**Fund:** Select from the dropdown menu the fund code of the revenue estimate.

**Approp:** Select from the dropdown menu the approp code of the revenue estimate.

**Serial Number:** Select **(New)** from the dropdown menu.

Once these three elements are entered, new boxes appear.



The image shows the same 'Revenue' dialog box, but now with data entered. The 'AgOrg:' field contains '8860000C', 'Fund:' contains '0156', and 'Approp:' contains '88600R'. The 'Serial Number:' dropdown is set to '(New)'. Below these, a 'Description:' text box contains 'DSS Federal Revenue Est'. Further down, there is a 'Stage:' dropdown set to 'A', followed by a '( )' label. At the bottom, there are four pairs of dropdown menus labeled 'Priority:', 'Type:', 'Code 1:', 'Code 2:', 'Code 3:', and 'Code 4:', all of which are currently empty.

Complete the screen according to the following instructions:

**Description:** Enter the short revenue estimate name (30 characters) in this box.

**Stage:** Select from the dropdown menu **Stage A**, Division Changes.

**Priority:** Not currently used.

**Type:** Not currently used.

**Code 1:** Not currently used.

**Code 2:** Not currently used.

**Code 3:** Not currently used.

**Code 4:** Not currently used.

Click **OK**.

A new budget form (General Tab) should appear.

Complete this form according to the following instructions.

Seq	AgOrg	Fund	Object	Yr 1 Est	Yr 2 Est	Yr 3 Est Justify
1		0156		0	0	0

Select **Sum Rev.** from the dropdown menu at the top middle of the form.

**Seq:** Displays a sequential number for each line.

**AgOrg:** Select from the dropdown menu the agency/organization code.

**Fund:** The fund code should default to the same that was selected on the Data Attribute Selection (outside) entry screen. If not, that should be the only selection in the dropdown menu.

**Object:** Select from the dropdown menu the budget object revenue code.

**Yr 1 Est:** Enter the amount of the revenue estimate for year one.

**Yr 2 Est:** Enter the amount of the revenue estimate for year two.



**Yr 3 Est:** Enter the amount of the revenue estimate for year three.

**Justify:** Type in a justification for the estimate. This is optional.

Seq	AgOrg	Fund	Object	Yr 1 Est	Yr 2 Est	Yr 3 Est	Justify
1	18861100	0156	1560	30,827,709	32,369,094	33,663,858	

Click **Save** when all data is entered.

### *Leasing Budget Forms*

Separate budget forms have been created for leasing requests. For security purposes separate user ids will be assigned to enter and report on leasing requests.

Both core changes and new leasing decision items are entered in a manner similar to the operating core changes and new operating decision items. The only differences are that no FTE columns appear in either leasing form, all leasing decision item codes start with a '6' and leasing requests are limited to three budget object class codes.

## Exercise 8: Completing a Leasing-New Decision Item Budget Form



### Scenario:

*The Operations Division has expanded and will need to lease a building on Main Street. The cost is \$60,000 per year for the building.*

Create the decision items you need from the scenario. Remember to use InfoEdit.

### Estimated Appropriations

InfoEdit will be used on the appropriation code to identify estimated appropriations.

Save Cancel

Info Text

Approp: 1635 Type: Non-conso Table1:

Name: DOR-ADMIN-PS-0132 Table2:

Desc1: Table3:

Desc2: Table4:

Desc3: Type:

Desc4: GovRes:

GovEst: E ConfEst: E

HouseEst: E Value4: E

SenateEst: E Value6: E

Departments requesting an estimated appropriation will enter ‘E’s for all entities (i.e. Governor, House, Senate and Conference). Any entity that does not want the appropriation to be estimated can delete the “E” for their stage by the same **Info Edit** process discussed for Decision Items.

## Exercise 9: Creating an Estimated “E” Appropriation



### Scenario:

*Your program distribution appropriation might need to be increased next fiscal year. The director has decided to run the gauntlet and ask the Governor and the General Assembly for an estimated appropriation.*

Complete the following appropriation table for an estimated “E” operating decision item budget form:

**Step 1.** Select **Info Edit – Approp** from **BRASS** menu.

Complete the Appropriation Table as follows:

**Approp:** Select the appropriation code for distribution *DEPT-DIST-PD-FEDFUND*.

Click **OK**.

An Edit Information screen will appear. Only four boxes can be edited.

**Step 3.** **GovEst:** Enter an E in the box.

**HouseEst:** Enter an E in the box.

**SenateEst:** Enter an E in the box.

**ConfEst:** Enter an E in the box.

Click **OK**.

**NOTE:** The departments requesting an estimated appropriation will enter ‘E’s for all entities (i.e. Governor, House, Senate and Conference). Any entity that does not want the appropriation to be estimated can delete the “E” for their stage by the same **Info Edit** process.